

2010 ROTHERHAM LTD

**MINUTES OF THE BOARD MEETING HELD ON 28 NOVEMBER 2007 AT 2:00 PM AT
BOARD ROOM, EASTWOOD**

Board of Directors: Miss Anita Heaton (Chair)
Cllr Jane Austen
Mr Tony Billingham
Mrs Liz Booth
Mr Gaetano Demartino
Cllr Barry Dodson
Mrs Mary Jacques
Mrs Margaret Hartley
Cllr Neil License
Cllr Reg Littleboy
Mrs Victoria Penman

In Attendance: Mrs Teresa Butler (Director of Business Development)
Mr Paul Webb (Director of Neighbourhood Management)
Mr Mark Whittle (Director of Investment)
Mr Colin Earl (RMBC)
Mr Mike Clements (RMBC)
Mrs Michelle Musgrave (RMBC)
Mrs Dawn Butterworth (Secretary to Chief Executive) – Minutes
Mrs Lynne Chatterton (Secretary to Director of Business
Development)
Mr Andrew Roddison (RotherFed)
Mr Tom Bell (RMBC) – for Item 9
Ms Helen Turner (RMBC) – for Item 9

**Item
No.**

Governance

The Chair requested that the Board take Items 9 and 12 after Item 4. This was agreed.

1. Apologies for Absence

Apologies were received from Mr Keith Stringer.

2. Minutes of Board Meeting 31 October 2007

The minutes of the meeting were agreed subject to the following amendments:

Page 1, Mrs Victoria Penman to be added to the list of Directors attending.

Page 3, Item 8, Mrs Hartley stated that her question around the management fee had not been included. Miss Heaton assured that the question had been asked.

Page 7, Item 14, Mr Lewis stated that the minute should also show that the Board asked for the report to be presented to the Council for information so it was aware of the financial issues for the ALMO.

3. Matters Arising

Page 5, Item 8, Mrs Hartley requested an update on the report on the Finance SLA costs. Mr Earl confirmed there was an SLA and this was in draft form at present and amendments are to be made following the meeting that had been held on 19th November. Mrs Butler advised that a full update on all SLAs would be provided to the Board meeting in January.

4. Declaration of Interests

There were no declarations of interest in addition to standing declarations.

5. Minutes of Committees

Governance

The minutes of the meeting held on 5 November 2007 were presented and the message was reinforced that all Directors should try and attend training where possible. The next training session was on Finance and would be held on 5 December 2007. It was also agreed that hand outs would be shared with all Directors.

Performance

The minutes of the meeting held on 30 October 2007 were presented and received by the Board.

Sustainable Communities

The minutes of the meeting held on 14 November 2007 were presented. A question was raised about the Board Complaints Procedure; it had been agreed this would be presented to the Audit and Governance Committee in December.

Items for Decision

6. Decent Homes

6.1 Refusal Strategy

The Director of Investment presented the report to the Board which detailed the strategy to deal with the tenants who refused to all Decent Homes improvements works to be undertaken. Background information was provided on the rate of refusals and the reasons behind them.

The Board discussed areas of concern with regard to communication especially where they felt that diary sheets were not being used consistently across the borough. It was questioned whether or not the data had been analysed in areas of high numbers of refusals. It was confirmed that Project Managers were fully aware of their areas and were working closely with the tenants. Where tenants had also made their own improvements, provided these met the criteria, this would also be added to the decency figure.

The monitoring of the refusals strategy was agreed to be undertaken by the Resources and Asset Management Committee and monthly updates were to be produced. The Director of Investment was to compile a format for the updates.

Appendix 1 of the report detailed the criteria for a refusal and for where tenants would be offered additional support. The Board felt this was confusing and the following wording was agreed to head up the criteria: *“The following criteria will be used where a refusal will be accepted after the seven day cooling off period and where no charge will be made for additional assistance”*.

AGREED: The Board approved the refusals strategy with the above wording being inserted within Appendix 1 and that monthly updates would be presented to the Resources and Asset Management Committee.

6.2 Installation of full bathroom suites and showers over baths

The Director of Investment presented the report to the Board which detailed the proposals to utilise the criteria set out in the report to initiate:

- The full replacement of bath room suites as opposed to elemental replacement.
- The installation of close coupled cisterns in lieu of low flush.
- The installation of showers over baths

The Board discussed the report and raised issues with regard to step in showers cubicles and who was eligible. It was confirmed that aged and sheltered tenants received these and tenants who had undergone an Occupational Therapy assessment and were deemed to need a cubicle. The Board felt this was not the case and Occupational Therapists were not assessing for step-in showers. The Director of Investment agreed to look into the issue and ensure it was raised with all Contractors.

Questions were raised as to whether the report needed to go to Cabinet Member for approval. Mrs Musgrave confirmed that the first two bullet points could be agreed by the Board in line with the Investment Plan but bullet point three regarding the showers would need to be approved by Cabinet Member.

AGREED: The Board agreed to the:

- **full replacement of bath room suites as opposed to elemental replacement; and**
- **installation of close coupled cisterns in lieu of low flush.**

- **The board also agreed that a report be presented to Cabinet Member informing her of the above and recommending approval of the installation of showers over baths.**

7. Protocol for Minutes of Board and Committee Meetings

The Director of Business Development presented the report to the Board which detailed the protocol for all minutes of the Board and its Committees. The Governance Committee had considered the report and recommends the adoption of Option 2 – Outcome with summary of topic.

(Mrs Penman left the meeting.)

AGREED: The Board agreed to adopt Option 2 as the protocol.

8. Format of Reports to Board and Committee Meetings

The Director of Business Development presented the report to the Board which detailed the proposed layout for all reports to the Board and its Committees. The Board discussed and requested that contact details also be included within the report. It was also suggested that a report be attached to the minutes of outstanding reports and expected timescales.

AGREED: The Board agreed to adopt the proposed layout for all reports to the Board and its Committees.

Items for Discussion

9. HMR Presentation – Dalton & East Herringthorpe Masterplan and Consultation on Non Traditional Properties – Option Appraisal

Mr Tom Bell from HMR attended and gave the Board a presentation on the Non Traditional Properties and Decent Homes Investment and the Transformation of Dalton and East Herringthorpe area. The Board was provided with a copy of both presentations and was given an opportunity to ask questions and receive additional information.

The Board thanked Mr Bell for his attendance and presentations.

10. Finance Report and 2008/09 Budget Preparation Report

Mr Clements presented the reports which detailed the current financial position for the organisation and actions towards preparing the budget for the 2008/09 financial year.

11. Repairs and Maintenance Improvement Plan

The Director of Investment presented the report which outlined the main actions

to be taken to ensure that the £13m Repairs and Maintenance Budget was not exceeded by the end of the financial year whilst endeavouring to meet the 40:60 planned/responsive split target of expenditure whilst delivering an excellent repairs and maintenance service for RMBC's tenants and leaseholders and contributing towards the development of sustainable communities.

Mrs Musgrave questioned when the 5 year plan would be available. It was confirmed this should be ready for January.

Monitoring of the report was discussed and it was agreed this would be undertaken by the Resources and Asset Management Committee and that the Committee should also look at value for money.

AGREED: The Board approved the plan and agreed that it would be monitored by the Resources and Asset Management Committee. The report was now to be submitted to Cabinet Member for information.

12. RMBC Support Team Project Plan

Mr Earl presented the report which included the November Support Team Progress report and detailed comments about key risks for moving forward. The Support Team would continue to work on those outstanding issues until they are signed off. The Board discussed the report and concerns were raised with regard to the management capacity given the Chief Executive's retirement and the Finance Manager's long term sickness. It was confirmed that Mr Ahmed would be staying with 2010 Rotherham Ltd for the foreseeable future. Management time would also be freed up given once the revised cycle of Board and Committee meetings was implemented. Mrs Musgrave also confirmed that a new Relationship Manager post had been created within RMBC and a name would be provided as soon as it was confirmed. Mr Webb informed the Board that the Executive Management Team had worked closely with the Support Team and new members of staff within the finance had now improved capacity.

The Board discussed the possibility of having a financial health check undertaken by KPMG in February 2008 if possible, and what costs would be incurred. Mr Earl confirmed the Council would contribute significantly towards the cost.

The Board thanked the Support Team for its work.

AGREED: The Board noted the proposal to end the RMBC Team's assignment on 30 November 2007 as per the agreement between the Council and 2010, subject to the completion of any residual tasks and asked for a sign off agreement to be produced.

The Board noted comments about actions needed and key risks going forward.

The Board noted the proposal for a health check to be completed by KPMG

during February 2008 and RMBC's proposed contribution towards the cost.

The Board noted progress against the action plan.

The Board noted comments in the project plan (Appendix 1) on task completion dates and on how procedures and arrangements would be sustained after the RMBC support period expired.

Items for Information

13. Decent Homes Phase 2

The Director of Investment presented the report which detailed the progress report for Decent Homes. Questions were raised regarding the lack of information in terms of performance data. A Key Performance Indicator Officer had been appointed and would be starting in the new year.

Issues regarding sheltered housing were discussed and it was confirmed that Communities and Local Government (CLG) had confirmed Decent Homes funding could not be used to add a second bedroom to sheltered housing bungalows. The Council however was able to use other sources and obtain match funding. The Board was concerned that tenants should be asked if they wanted extra bedrooms before any work progressed. Mr Webb also explained that before 2010 Rotherham Ltd could progress with any further work a copy of the letter from the CLG would be required and confirmation that funding was available.

AGREED: The Board received and noted the report and Mrs Musgrave would provide a copy of the CLG letter and confirmation that funding was available.

14. Health and Safety Report

The Director of Investment presented the report which detailed the health and safety report up to October 2007.

AGREED: The Board received and noted the report.

15. Director of Neighbourhood Management Report

The Director of Neighbourhood Management presented the report which detailed updates within the neighbourhood management directorate. Since writing the report approval had been given for a Leaseholder Manager and written confirmation was awaited. Mrs Musgrave confirmed funding would be provided by the Council should the company not make sufficient surplus to cover the cost.

AGREED: The Board received and noted the report.

16. Director of Business Development Report

The Director of Business Development presented the report which detailed activities within the business development directorate. The Board discussed the Performance Management report and requested the full key Performance Indicator reports be presented to the Board on a quarterly basis.

At the October Board meeting, Cllr License had been formally appointed Chair of the Audit and Governance Committee; since then the other committees had met and proposed the following as Chairs: Cllr Austen, Sustainable Communities; Mr Billingham, Resources and Asset Management; and Miss Heaton, Performance.

AGREED: The Board received and noted the report and formally appointed the following as Chairs of Committees: Cllr Austen, Sustainable Communities; Mr Billingham, Resources and Asset Management; and Miss Heaton, Performance.

17. Local Lettings Policy

The Director of Neighbourhood Management Report presented the report which detailed the review of the Local Lettings policy which had been agreed by the Cabinet Member. The recommendation within the report should have asked the Board to receive and note the report only.

The Board expressed some concerns about the report and some of its effects; Mrs Musgrave agreed to take up the issues in the Chesterhills area with the Neighbourhood Initiatives Manager.

AGREED: The Board received and noted the report.

The public and the press were excluded from the meeting during consideration of the following item on the grounds that it involved the likely disclosure of confidential information.

18. Director of Investment Report

The Director of Investment presented the report which detailed the activities within the Investment Directorate and in particular developments on the investigations.

AGREED: The Board received and noted the report.

Officers of 2010 Rotherham Ltd and RMBC were asked to leave the meeting.

Point 1. The Board received and accepted the resignation of Keith Stringer. The Board expressed their thanks for the service Keith had put in during his time as Company Director.

Point 2. The Board discussed the appointment of a new Chief Executive. It was agreed that (a) the Executive Directors would continue to cover the post on a

rotating basis. (2) That a new Interim Chief Executive be considered.
(3) That the recruitment of a new Chief Executive be completed as a matter of urgency and that the Chair speak to HR as soon as possible.

Date of Next Meeting: 19 December 2007 – 2 pm, Board Room, Eastwood

Dates of Future Meetings:

30 January 2008 – 2 pm, Board Room, Eastwood

27 February 2008 – 2 pm, Board Room, Eastwood

26 March 2008 – 2 pm, Board Room, Eastwood

Signed as a true and accurate record.

..... (Chair)

Date:.....